



State Of California  
California Commission On Teacher Credentialing  
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## CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT (SB 395)

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The Certificate of Completion of Staff Development (SB 395) authorizes the holder to teach English Language Development (ELD) and Specially Designed Academic Instruction Delivered in English (SDAIE) to English Learner (EL) Students, both within the subject matter content of the holder's basic credential.

### General Requirements for a Certificate of Completion of Staff Development

An applicant must satisfy **all** of the following requirements:

1. Hold **one** of the following:
  - a) a valid California teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching
  - b) a valid Clear or Professional Clear California Full-Time Designated Subjects Teaching Credential, provided the applicant also possesses a bachelor's degree and has passed the California Basic Educational Skills Test (CBEST)
2. Verify *permanent status* (see "Terms and Definitions") on form CL-823VPS
3. Verify completion of the appropriate staff development program (see "Options and Certificate Authorizations" below) using form 41-395 (not required for those who completed their training through the California Teacher Association)
4. Submit completed application form 41-4 and appropriate fee (\$45.00)

### Options and Certificate Authorizations

There are three options to qualify for the certificate. The teacher's authorization will be based on the method used to qualify for the certificate, and the authorization of the holder's teaching credential. Options 2 and 3 have additional requirements that must be met.

#### *Option 1:*

- Complete an initial 45-hour Commission-approved staff development program

*The Certificate Authorization for Option 1 Allows the Holder to Provide:*

- Specially designed academic instruction in English (SDAIE) to students in the subject and grade authorized by the teacher's basic credential
- English language development (ELD) in a departmentalized class within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction but does not allow teaching of an ELD class

#### *Option 2:*

- Complete an initial 45-hour Commission-approved staff development program, plus complete a subsequent 45-hour Commission-approved program (within three years of completion of the initial 45-hour program)

*The Certificate Authorization for Option 2 Allows the Holder to Provide:*

- Specially designed academic instruction in English (SDAIE) to students in the subject and grade authorized by the teacher's basic credential
- English language development (ELD) in a departmentalized class within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction but does not allow teaching of an ELD class
- English language development (ELD) in a self-contained classroom within the subject matter content

*Additional Requirements for Option 2:*

- Hold a valid California credential that authorizes teaching in a self-contained classroom (General or Standard Elementary, Multiple Subject, or Special Education Teaching Credential)

*Note: The holder of an SB 1969 Certificate of Completion of Staff Development qualifies for an SB 395 Certificate by completing a subsequent 45-hour Commission-approved SB 395 program noted under “**Option 2.**” Once that program is completed, the individual may apply for the SB 395 Certificate by following the directions listed under “General Requirements” on page 1 of this leaflet. The applicant’s SB 1969 Certificate must be on file with the Commission.*

### **Option 3:**

- Complete an initial 45-hour Commission-approved staff development program, plus have nine years of *full-time teaching experience* (see "Terms and Definitions"), **and** experience or training in teaching English learners prior to participation in the staff development program (see "Additional Requirements for Option 3" below)

*The Certificate Authorization for Option 3 Allows the Holder to Provide:*

- Specially designed academic instruction in English (SDAIE) to students in the subject and grade authorized by the teacher’s basic credential
- English language development (ELD) in a departmentalized class within the subject matter content in the grade authorized by the teacher’s basic credential. This allows the teacher to incorporate ELD methodology during instruction but does not allow teaching of an ELD class
- English language development (ELD) in a self-contained classroom within the subject matter content

*Additional Requirements for Option 3:*

- Hold a valid California credential that authorizes teaching in a self-contained classroom (General or Standard Elementary, Multiple Subject, or Special Education Teaching Credential)
- Submit self-verification of nine years of *full-time teaching experience* (see "Terms and Definitions") on form CL-823VPS
- Have experience or training in teaching English learners prior to participation in the staff development program by completing **one** of the following:
  1. Passage of one section of the Language Development Specialist Examination (for certificate purposes, the passing score is valid indefinitely), **or**
  2. Passage of either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination (for certificate purposes, the passing score is valid indefinitely), **or**
  3. Passage of Tests 1-5 of the CLAD/BCLAD Examinations (for certificate purposes, the passing score is valid indefinitely), **or**
  4. Two years of full-time equivalent experience teaching English learners using ELD and/or SDAIE methods. The experience must meet the definition of *full-time teaching experience* (see "Terms and Definitions") and may be part of the total nine-year period, **or**
  5. Thirty or more hours of prior training in any aspect of ELD and/or SDAIE. This may be either staff development, or course work taken at an institute of higher education. If taken at an institution of higher education, it may be course work applicable toward a bachelor’s or higher degree or professional development courses.

### **Period of Validity**

The Certificate will remain valid for as long as the basic teaching credential is valid. The Certificate does not need to be renewed.

### **Program Completion Dates**

The initial 45-hour program must be completed prior to January 1, 2005, and the subsequent 45-hour program must be completed within three years of completion of the initial program.

### **Terms and Definitions**

**Full-time teaching experience:** a minimum of four hours a day on a daily basis unless the minimum statutory attendance requirements for the students served is less

**Permanent Status:** as of January 1, 1999, the teacher’s employment status was **one** of the following:

- a permanent employee of a school district, a county office of education, or a school administered under the authority of the Superintendent of Public Instruction, **or**
- was previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status, **or**

- has been employed in a school district with an average daily attendance of not more than 250 for at least two years

Reference California Education Code 44253.1

Reference California Code of Regulations Title 5 § 80016

### COMMISSION-APPROVED SB 395 STAFF DEVELOPMENT AGENCIES

Below is a list of the agencies that offer SB 395 staff development programs. For information on the specific program options offered, please contact the agency directly.

| <b>Sponsor</b>  | <b>Contact Person</b>                   |
|---|---|
| California State University, Long Beach<br>Center for Language Minority Education and Research- | Ronald A. Reese<br>(562) 985-5309       |
| Inyo County Office of Education   | Kathy Neal<br>(760) 938-2936            |
| Lancaster School District, Antelope Valley Consortium   | Ruth Holton<br>(661) 948-4661, ext. 158 |
| Long Beach Unified School District  | Alexis Ruiz-Alessi<br>(562) 997-8031    |
| Orange County Department of Education   | Cordy Rodriguez<br>(714) 966-4384       |
| Riverside County Office of Education  | Jacqueline Avritt<br>(909) 826-6721     |
| San Bernardino County Superintendent of Schools   | Martha Hall<br>(909) 386-2620           |
| San Diego County Office of Education  | Bea Gonzales<br>(858) 569-5350          |
| San Diego Unified School District   | Teresa Walter<br>(619) 725-7267         |
| San Joaquin County Office of Education  | Claudia Lockwood<br>(209) 468-4957      |
| San Luis Obispo County Office of Education  | Teresa Vega-Iniguez<br>(805) 782-7239   |
| San Mateo County Office of Education  | Gloria E. Siguenza<br>(650) 802-5620    |
| Ventura County Superintendent of Schools  | Cliff Rodrigues<br>(805) 388-4414       |

The California Teachers Association (CTA) also offers a Commission-approved SB395 staff development program. Please contact your CTA representative for more information.